



CITY OF MANCHESTER
 912 CITY ROAD
 MANCHESTER, MI 48158
 (734) 428-7877 FAX: (734) 428-1877

**NON-PROFIT CENTRAL BUSINESS DISTRICT
 BANNER APPLICATION**

Application must be submitted at least 14 days before banners are to be displayed

Application Date: _____

APPLICANT IDENTIFICATION:

Organization Name: _____

Type of Organization: Local charity Local non-profit
 Local civic Other/Describe _____

Applicant/Contact Person: _____

Contact Phone: _____ Contact Email: _____

EVENT DESCRIPTION:

Event Description: _____

Event Dates: _____ Requested Banner Display Period: _____

Total # of Banners to be Displayed (not more than 5): _____

REQUIRED DRAWINGS:

A color rendering, scaled drawing, or photograph of the proposed vertical banner, must be submitted with this application. The drawing should include dimensions and descriptions of the materials to be used.

APPLICANT'S STATEMENT:

Applicant has reviewed the banner policy and agrees to terms, conditions and indemnification as described _____ (initial)

Applicant has reviewed the banner standards and understands that their banner size, materials, and colors meet the standards as required. The applicant further understands that the City is not responsible for hanging banners that do not meet the required standards _____ (initial)

Applicant's Signature: _____ Date: _____

NOTE: Fees are used to cover the cost of administration, labor, equipment installation and removal of the banners and maintenance of the banner hardware.

For Office Use Only:

\$10.00 Application Fee Date Paid: _____ Received by: _____

\$20.00 Installation/Removal for first banner \$5.00 for each additional banner

Total Fee Paid: _____

Drawing attached Proof of Eligibility

Attach copy of payment receipt to application, confirm availability, remind applicant to have banners at City Office five (5) business day prior to display date and to pick up banners at Village Office following display date.